Procedure: *Review and Approve Plans*	
Issue Date: **May 5, 2000**	Procedure ID: *P-PM-130*
Supersedes: **October 31, 1997**	Rev/Change 2.0

1. **Purpose:** To ensure that the plans meet all criteria deemed applicable by Upper Management and receive The ATISD Director's approval to begin the project.

2. **Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD.

3. **Responsibility:**
   ATISD Director

4. **Support:** Contracts

5. **Invoked By:** Standard Process

6. **Inputs:**
   Project Plan(s)   Defined in Glossary (Appendix G)

7. **Outputs:**
   Cover Sheet(s)   S-GP-010

8. **Procedures Invoked:**
   Configuration Management   P-CM-010

9. **External Procedures Referenced:** N/A

10. **Procedure Steps:**

    a) The Project Manager delivers the project plan(s) (see Note 1) which have already been approved by all Project Team members, to The ATISD Director.
    b) The ATISD Director reviews the plan(s) for compliance with the Government's request, feasibility, ensures that all risks have been addressed appropriately and that all organizational business objectives are meet.
    c) The ATISD Director approves the plan(s) by signing the Cover Sheet (S-GP-010) or issuing an Action Item for changes. (For changes, the plan(s) are returned to the Project Manager to be reworked and then resubmitted.)
    d) Once plan(s) are approved, The ATISD Director returns the signed Cover Sheet(s) and the approved plan(s) to the Project Manager**.**
    e) The Project Manager delivers the approved plan(s) to the Configuration Management Specialist.
    f) The Configuration Management Specialist places the plan(s) under formal Configuration Management Control (P-CM-010).
    g) The Configuration Management Specialist distributes copies of the finalized plan(s) to all team members. (See Note 2.)

11. Notes:

a) The Program Execution plans may include:

- ?? Quality Assurance Plan (QAP)
- ?? Configuration Management Plan (CMP)
- ?? Test Plan (TP)
- ?? Project Management Plan (PMP) - stand alone projects
- ?? Program Plan (PP) - task order contract
- ?? Build Implementation Plan - builds of a maintenance contract
- ?? Fielding Implementation Plan (FIP) – optional
- ?? Life Cycle Support Plan - optional

b) It is important to ensure that all members of the project team understand the Product Vision and the Project Goals.